

## PROCESSES FOR FILING APPEALS

### **Appeal of Discipline Action (appeal categories 10;11; 20; 22; 40; 42; 50 and 60)**

Unless an employee elects to appeal through the Peer Review Process, an employee (or former employee) in the Skilled or Professional Service (other than an employee under a Special Appointment) who is disciplined according to Title II of the State Personnel and Pensions Article may appeal the discipline as follows:

(1) Within 15 calendar days of notice of the appointing authority's disciplinary action, appeal to the head of the principal unit.

(2) Within 10 calendar days of receipt of the decision of the head of the principal unit, appeal to the Department of Budget and Management's Office of Personnel Services and Benefits, Employee Relations Division, 301 West Preston Street, Room 607, Baltimore, Maryland 21201. An appeal to the Department shall include a copy of the decision being appealed. The Department of Budget and Management has 30 days in which to attempt to resolve the appeal. If the appeal is not resolved, the Department of Budget and Management will forward the appeal to the Office of Administrative Hearings and advise the employee of this action. The disposition of the appeal by the Office of Administrative Hearings is the final administrative decision.

For employees under a Special Appointment or in the Management or Executive Service, an employee (or former employee) who is disciplined according to Title 11 of the State Personnel and Pensions Article may appeal the discipline within 15 calendar days to the head of the principal unit. Within 15 calendar days after receiving the appeal, the head of the principal unit will issue a written decision, which is the final administrative decision.

Each party shall make every effort to resolve a disciplinary matter at the lowest possible level.